

Roles & Responsibilities of Dean Academics

1. Coordinate the Defining the Institute Vision and mission statements.
2. Devise a strategic plan to realize the mission of the Institute.
3. Create and Maintain policies and procedures for all academic activities in coordination with Principal Office.
4. Lead and develop curricula for all programmes of the Institute.
5. Provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic programmes.
6. Coordinate all publications, brochures, pamphlets and other information products/services.
7. Ensure scope and coverage of the curriculum towards Programme Outcome attainment utilizing faculty expertise in its delivery.
8. Supervise and Support Departments to promote excellence in Knowledge sharing, publishing scholarly articles, and product development.
9. Create and maintain a personnel database regarding the employment and performance of all persons involved in academic processes.
10. Ensure Faculty development programmes and Skill development programmes are conducted for faculty members and staff to enhance their abilities.
11. Ensure faculty and student grievances are correctly addressed and appealed within specific duration.
12. Ensure that a system of student evaluation by faculty members are systematic, fair and regular.
13. Establish a formal and informal communication network to collect student feedback, analyze and prepare action taken report.
14. Perform other duties as may be delegated or assigned by campus administrators.